

Training

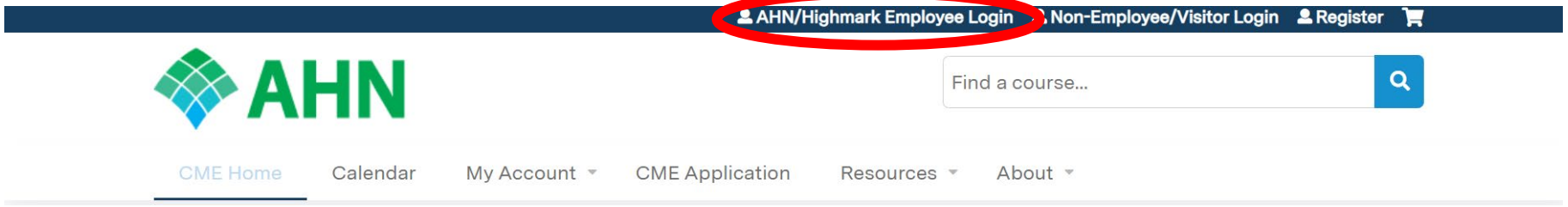
AHN

CME Opportunities

Whether you're looking to advance your clinical knowledge or meet licensing requirements, our CME events are designed with your professional growth in mind.

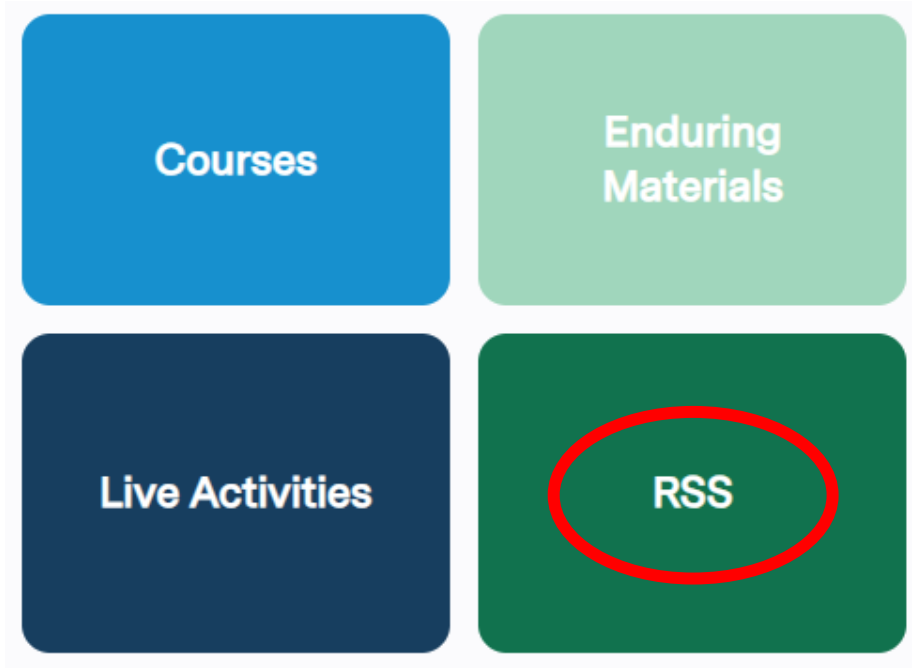
Accreditation Statement:
Allegheny General Hospital is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Fundamentals of CME



Access the CME website:

- Go to https://cme.ahn.org/
- Sign-in with your AHN/Highmark Employee login



Regularly Scheduled Series (RSS)

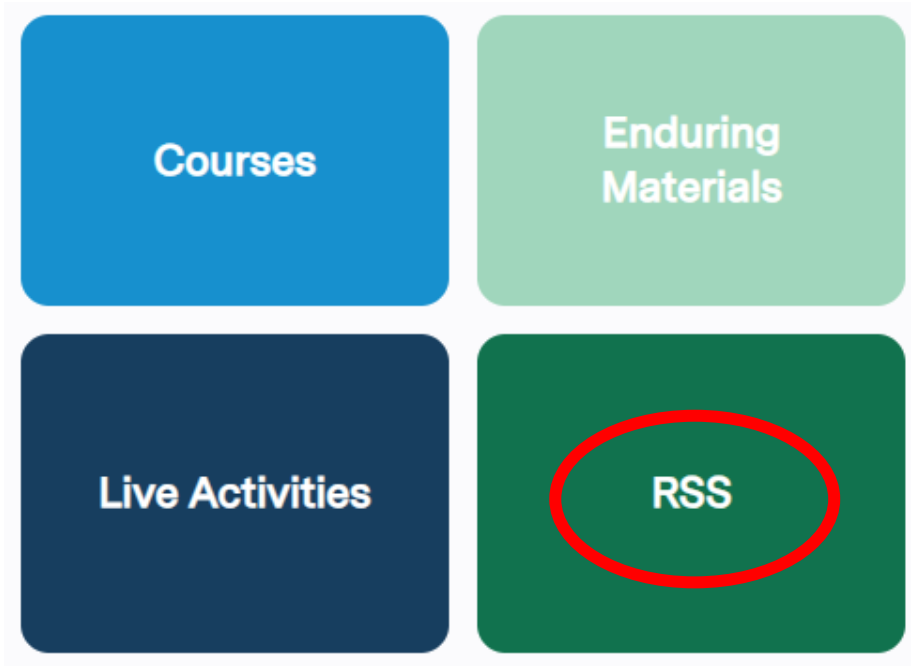
RSS is a live activity planned as a series with multiple, ongoing sessions (offered weekly, monthly, or quarterly). An RSS is primarily planned by and presented to the accredited organization's professional staff and generally targets the same audience over the whole series.

Examples include:
Grand Rounds, M&M, Tumor Boards, Journal Clubs & Case Conferences

Training Overview

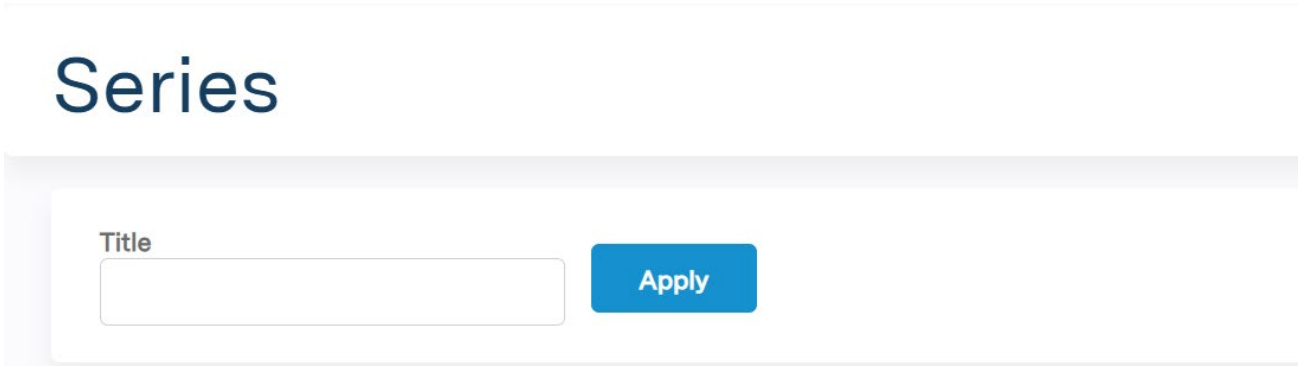
- Series Homepage
- Add & Edit Sessions
- Evaluations
- Disclosure and Attestation Forms
- Uploading Attachments
- Set Workflow to Needs Review
- Session Feedback
- Session Flyers
- Collecting Credit

Locate Series



From the homepage, cme.ahn.org, click RSS.

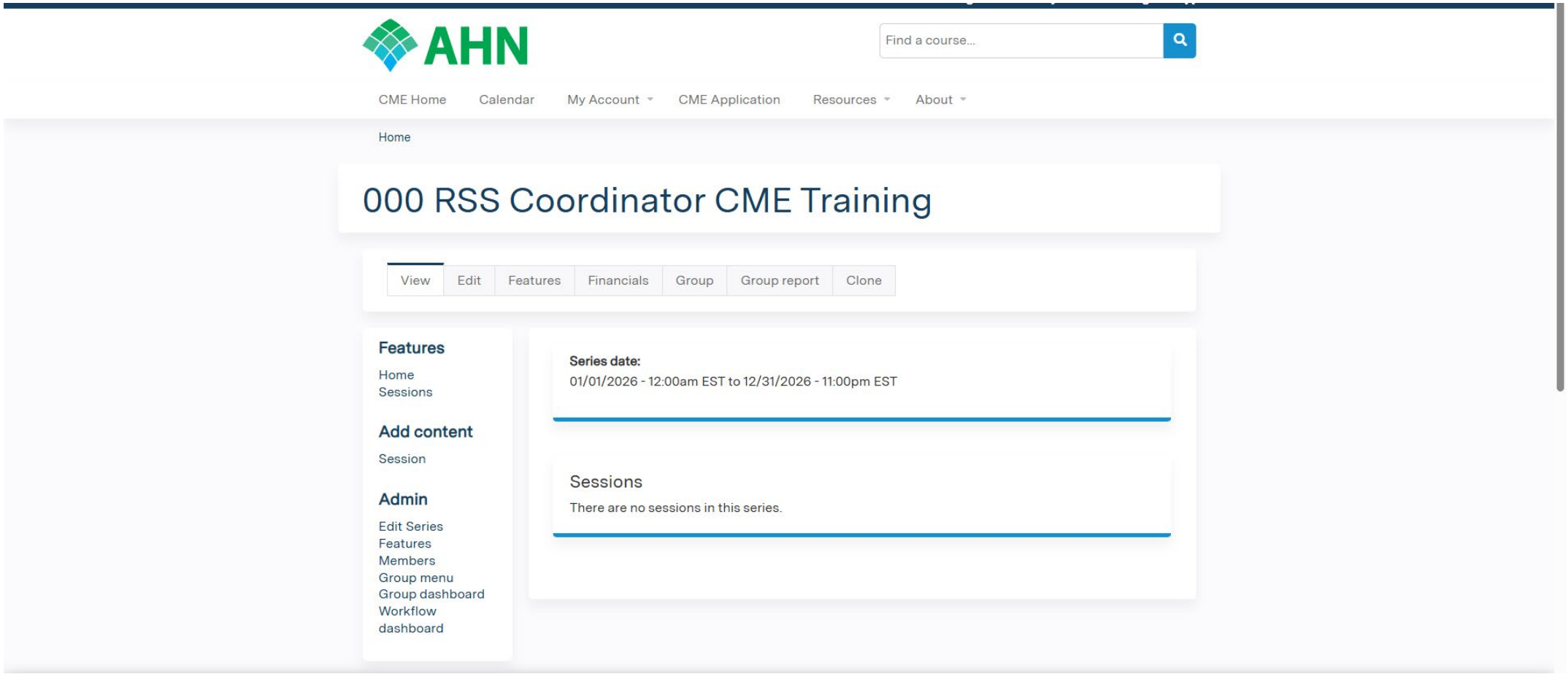
You will be navigated to a new page where you can search for your series by title.



Series Homepage

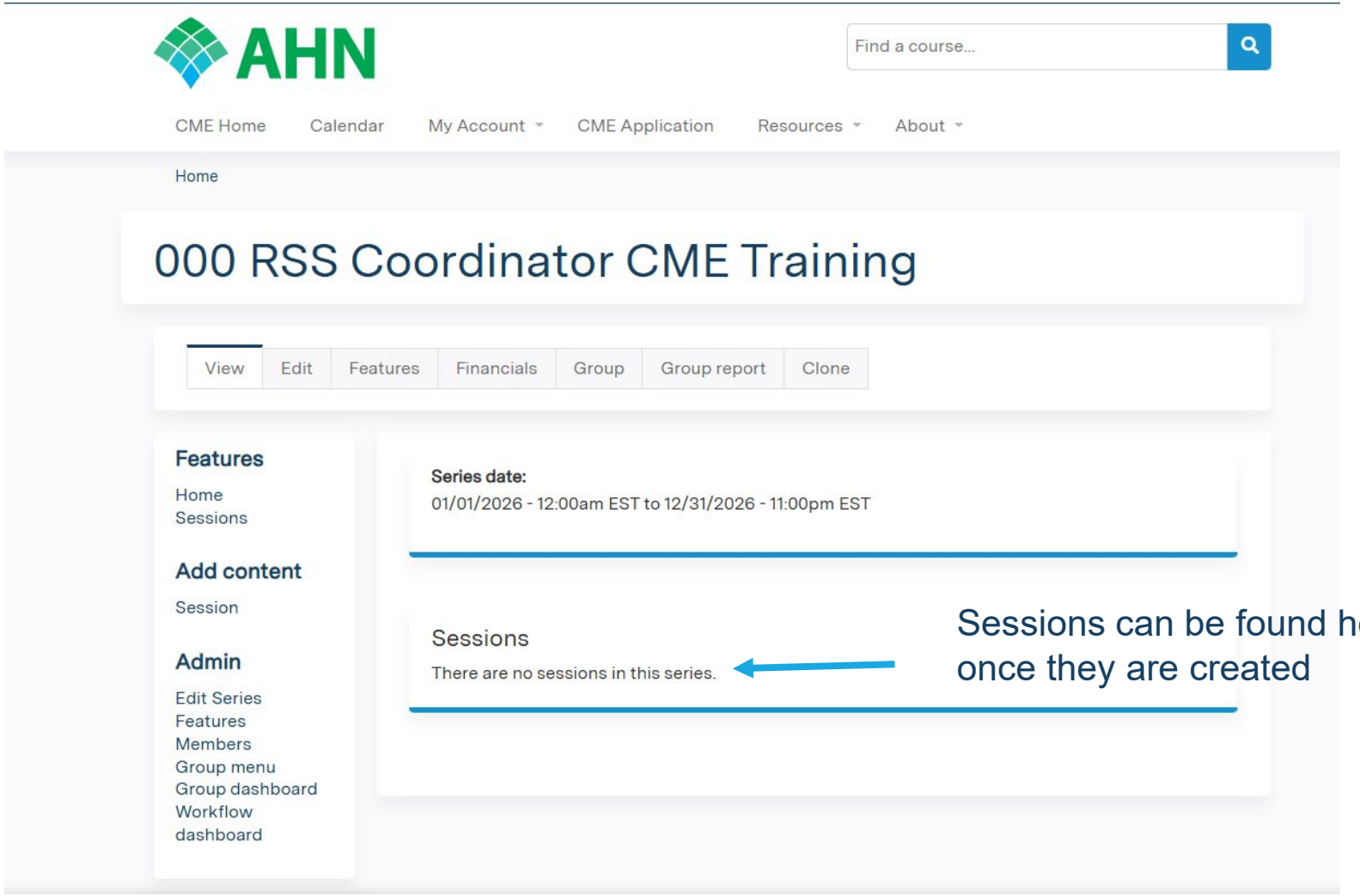
Location where RSS sessions are created.

Location of where you will find each individual sessions.

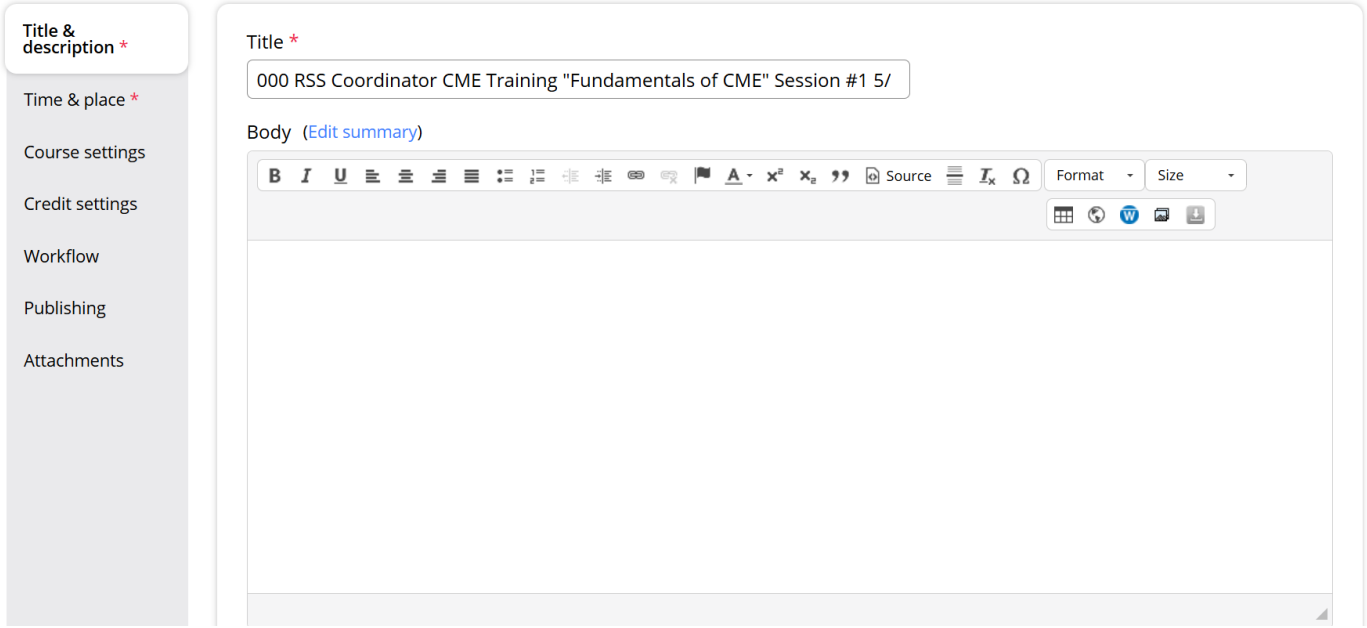


Add Individual Sessions

Add a new session by selecting “Session” under the ‘Add content’ on the left-hand side of the **Series** homepage



Edit Individual Sessions: Title & Description

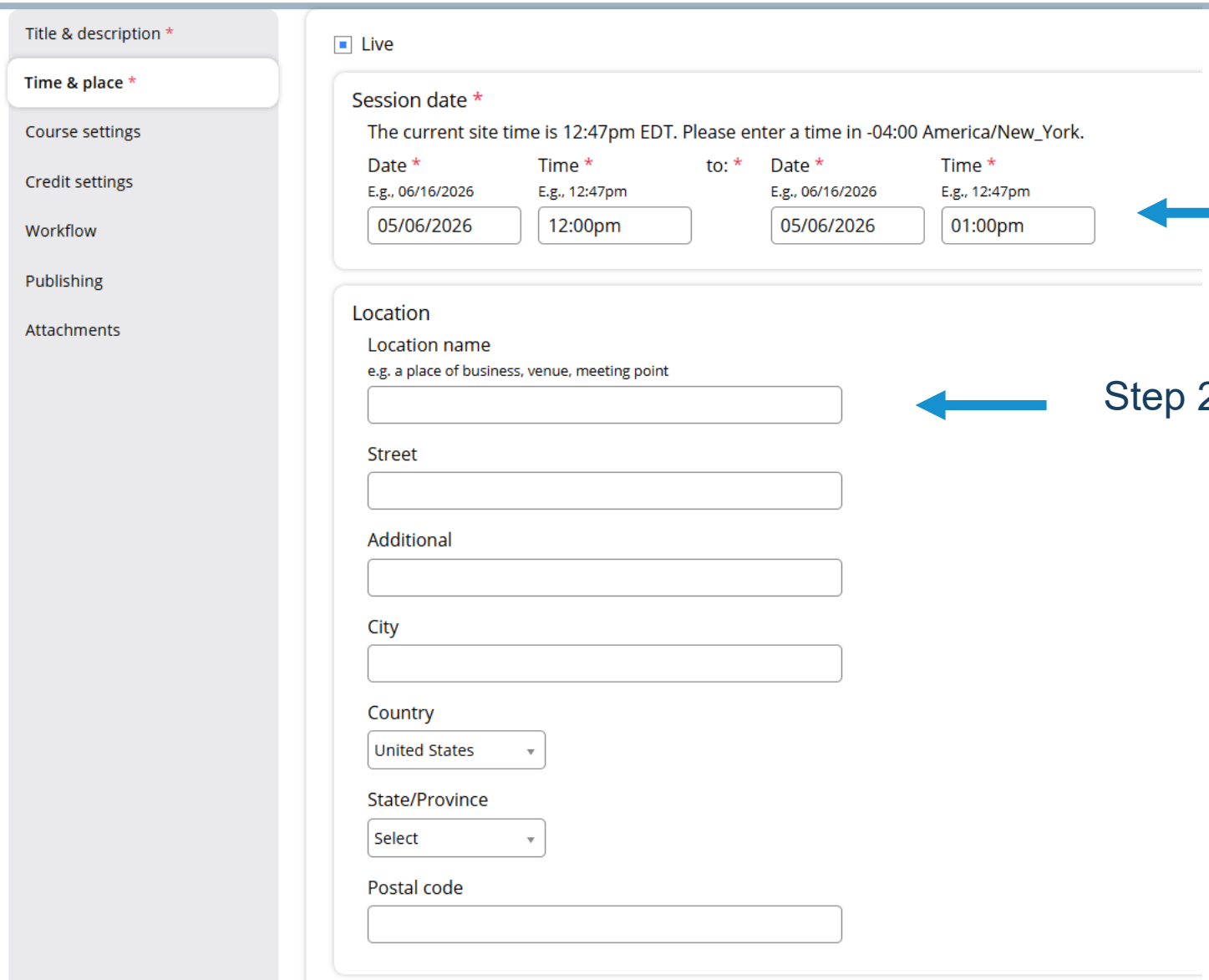


Once you click, ‘session’, you will be navigated to the page where each individual session is built.

- A session title IS required
- A description is NOT required

In your title, please include the series name, RSS format (Journal Club, M&M, etc.), session #, and date of session.

Edit Individual Sessions: Time & Place

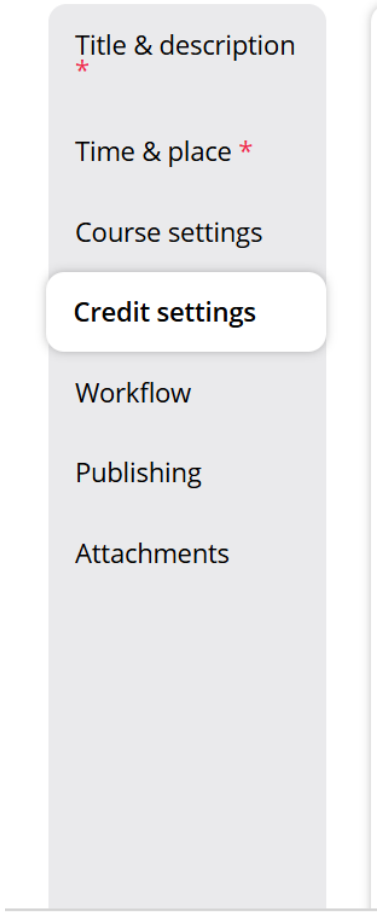


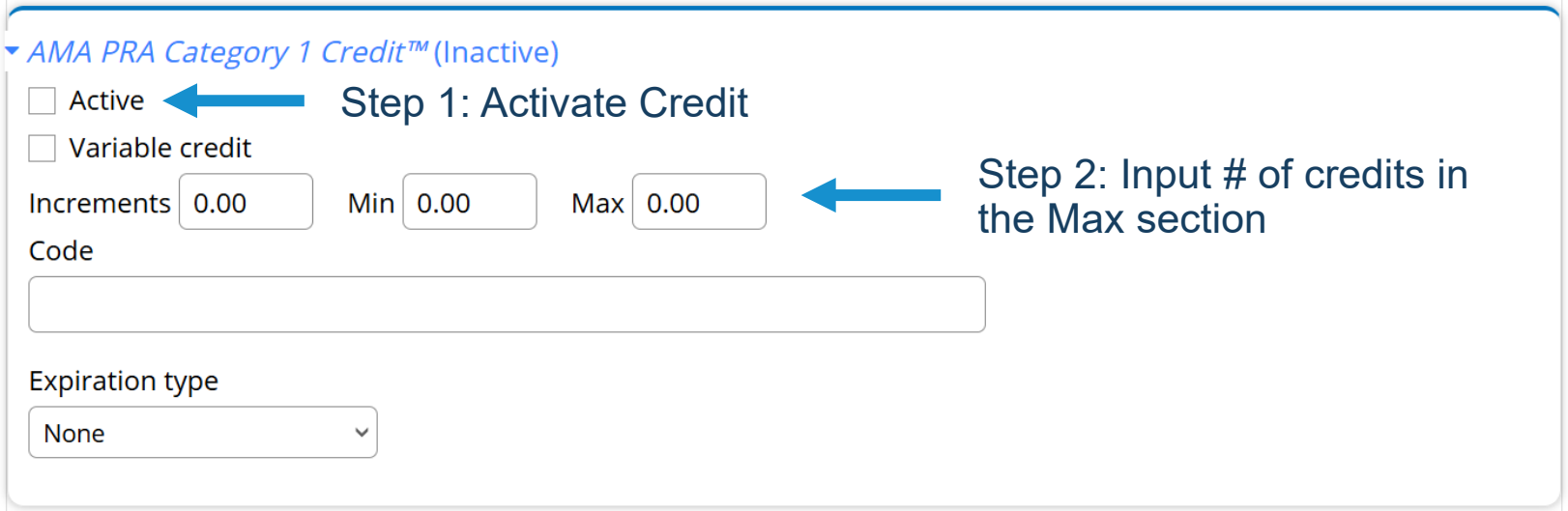
Step 1: Insert date and time of session

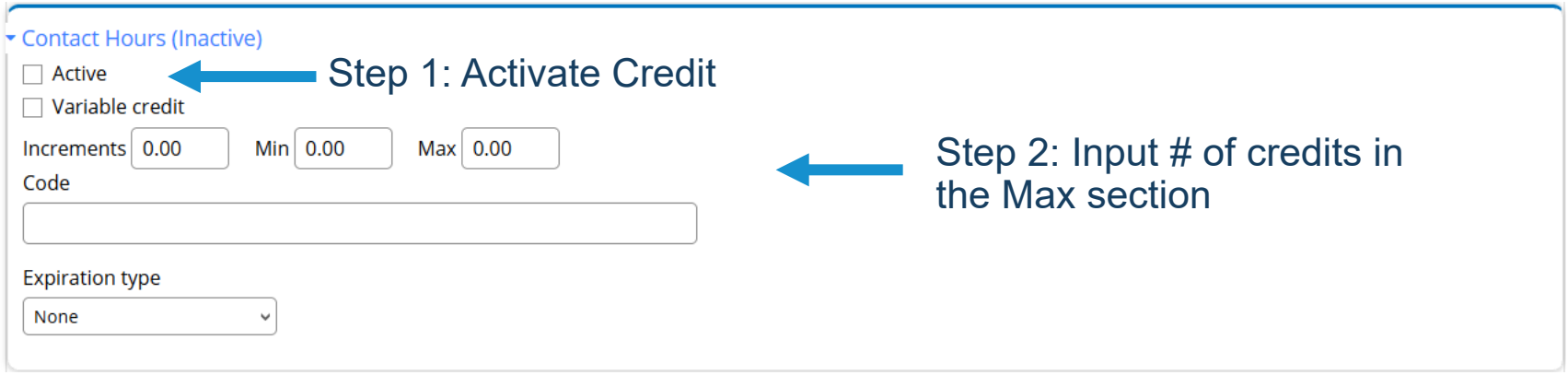
Step 2: Insert location of session

Edit Individual Sessions: Credits

This is where you will activate the requested credits





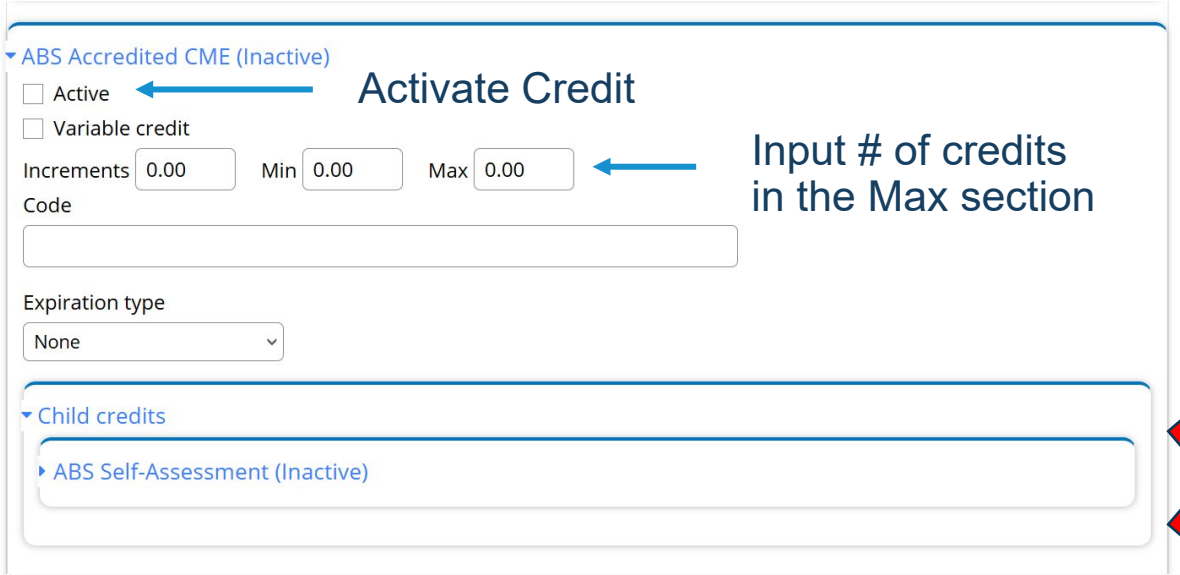


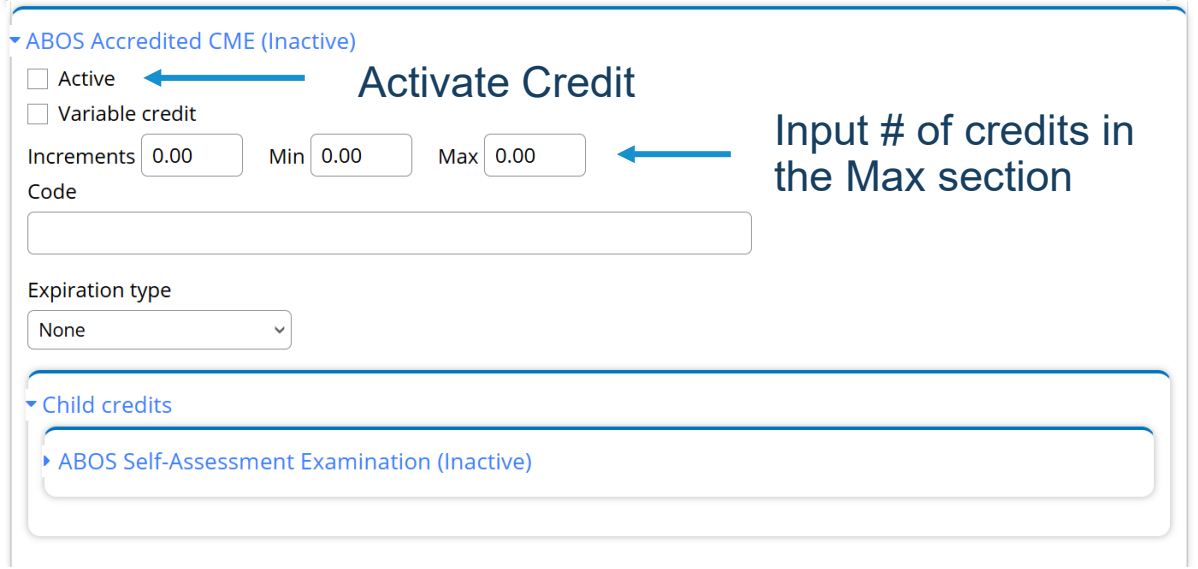
**AMA PRA Category 1 Credit™* and Contact Hours credit are REQUIRED to be activated*

Edit Individual Sessions: Credits Cont.

Activate all credits applicable to the session.

MOC credits include:
- ABS
- ABOS
- ABTS
- **APA** *(an additional application is required to be completed)*

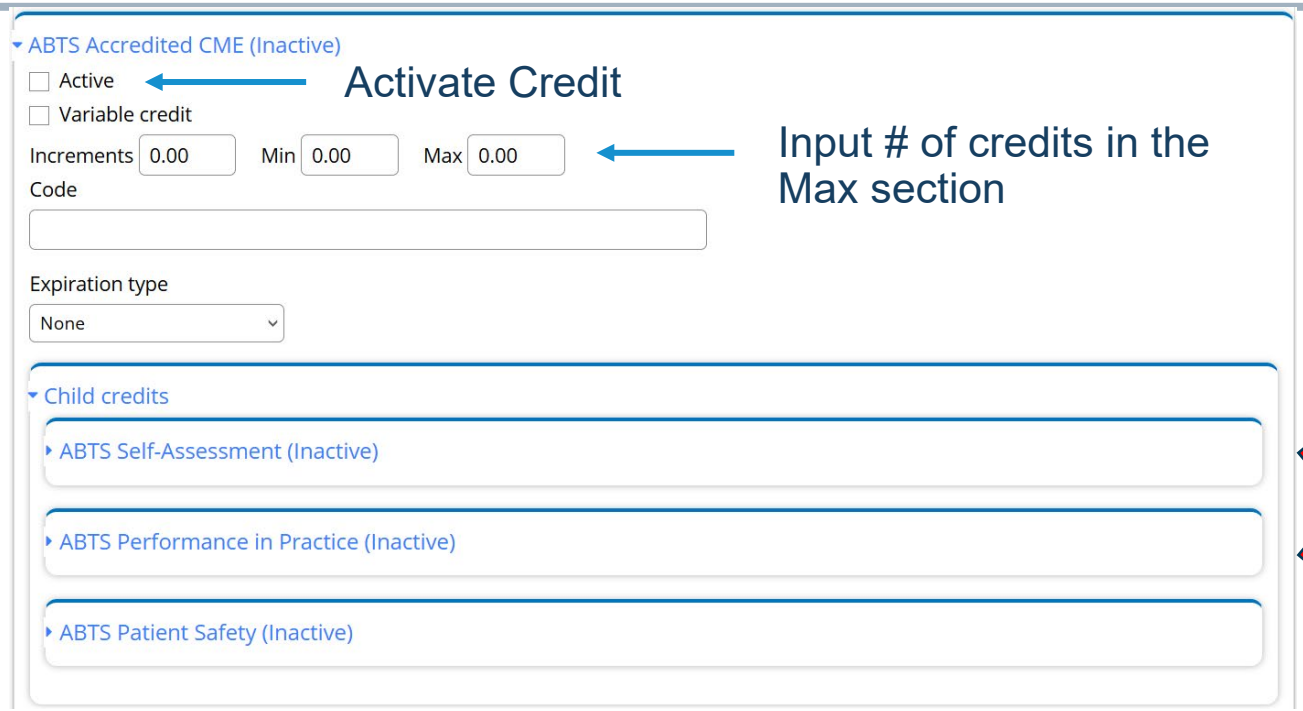




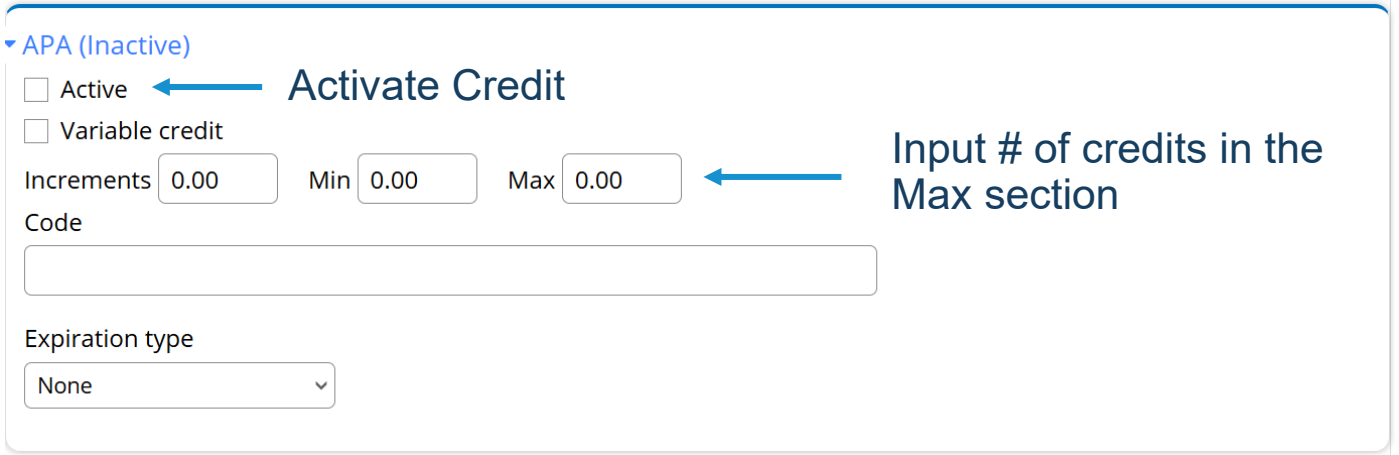
DO NOT ACTIVATE THE CHILD CREDITS

Edit Individual Sessions: Credits Cont.

If you have questions about which credits to activate, do not hesitate to reach out.



DO NOT ACTIVATE THE CHILD CREDITS



Additional Sessions

After you create your initial session, you can create all additional sessions from this one session.

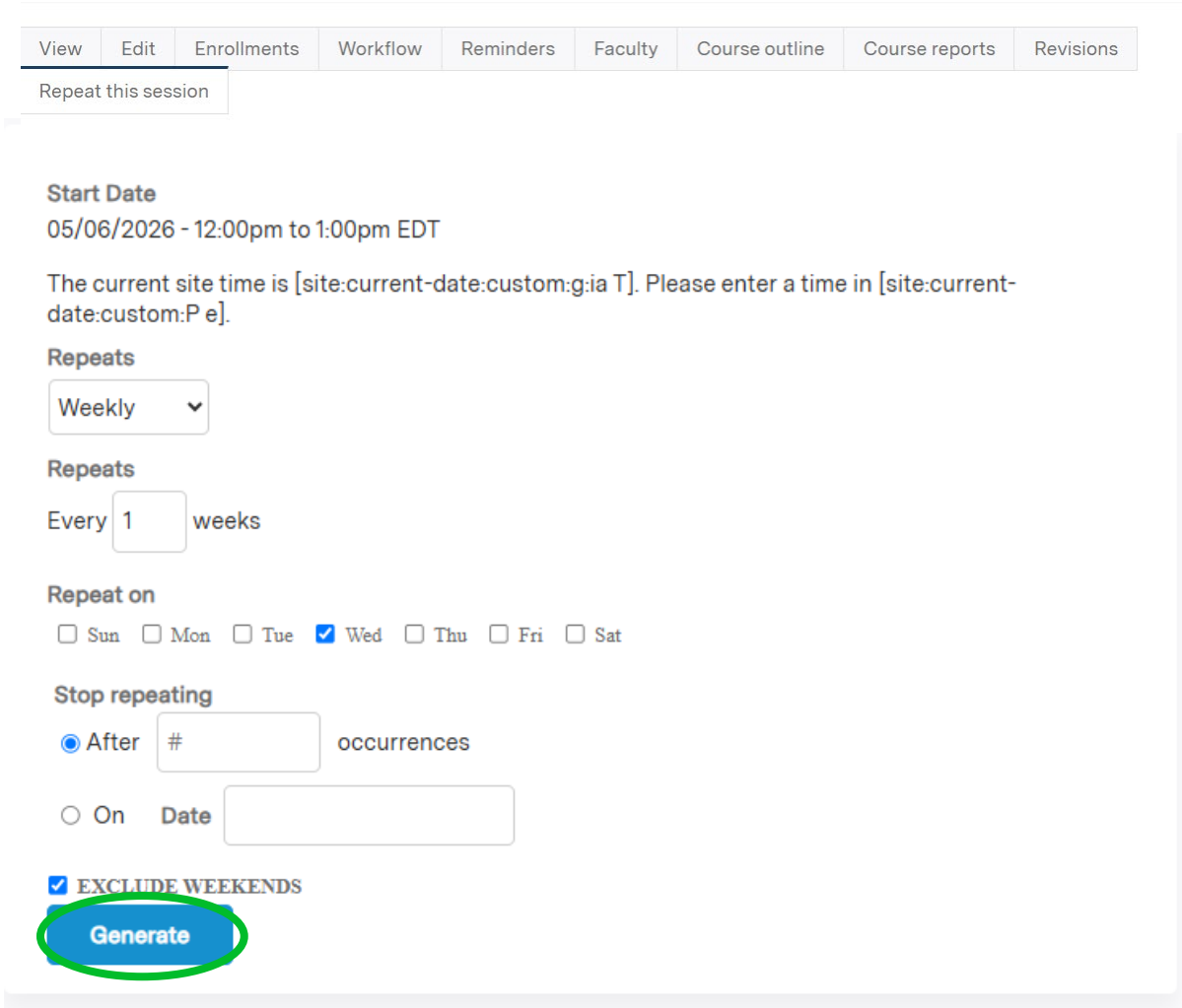


Additional Sessions

Within the Session:

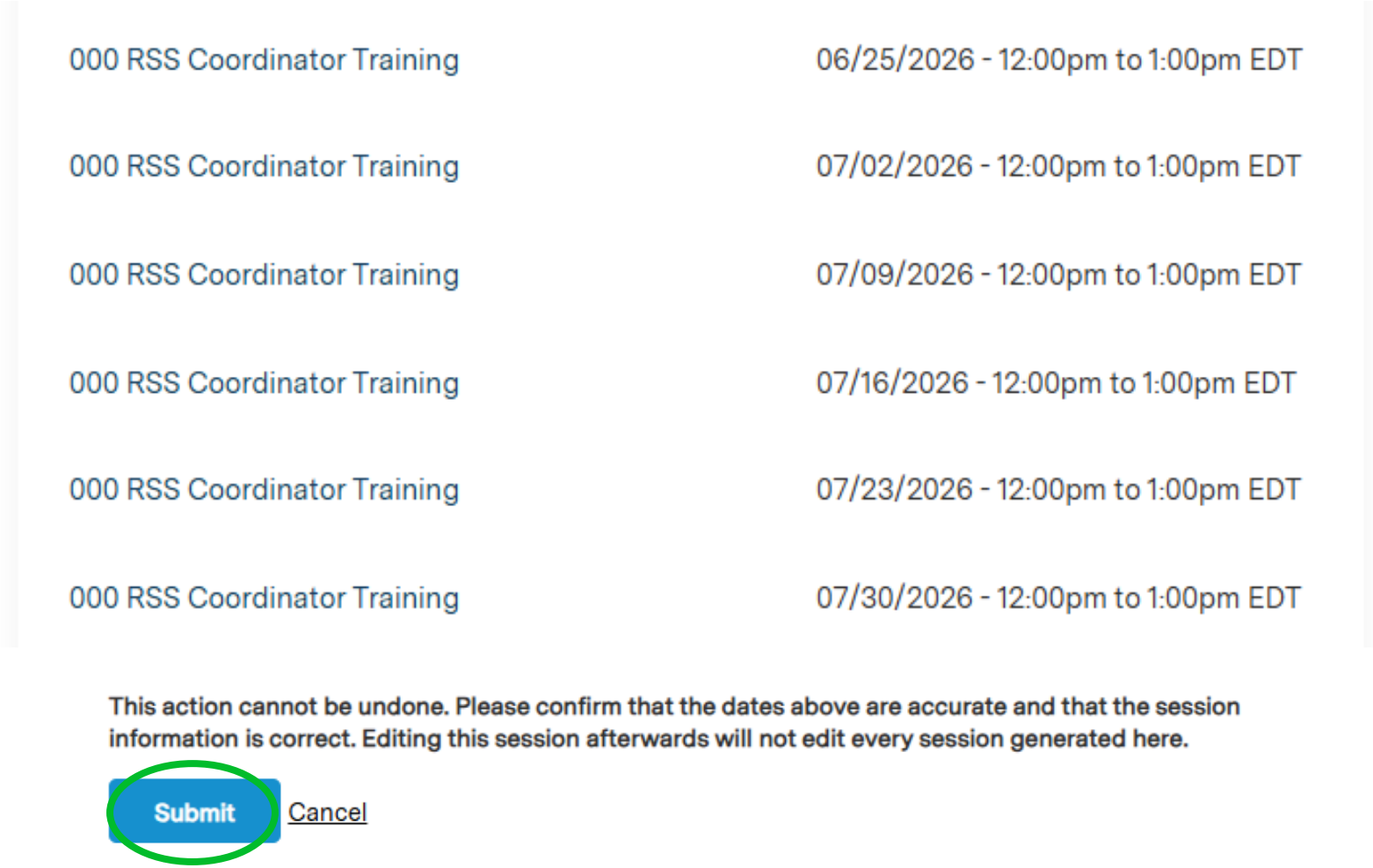
- Click on Repeat this session
- Follow steps to repeat the session
- Click ‘Generate’





Additional Sessions

On your session page, you will notice each repeated session all have the same title. Each session will need to be updated individually.



Quarterly Evaluations

For RSS sessions, evaluations will need to be completed quarterly.

On the flyer, under the CME Credit section, choose this statement:
*Evaluations will be completed quarterly (first session in **March, June, September and December**)*

Evaluations are added to the first session of the above months.

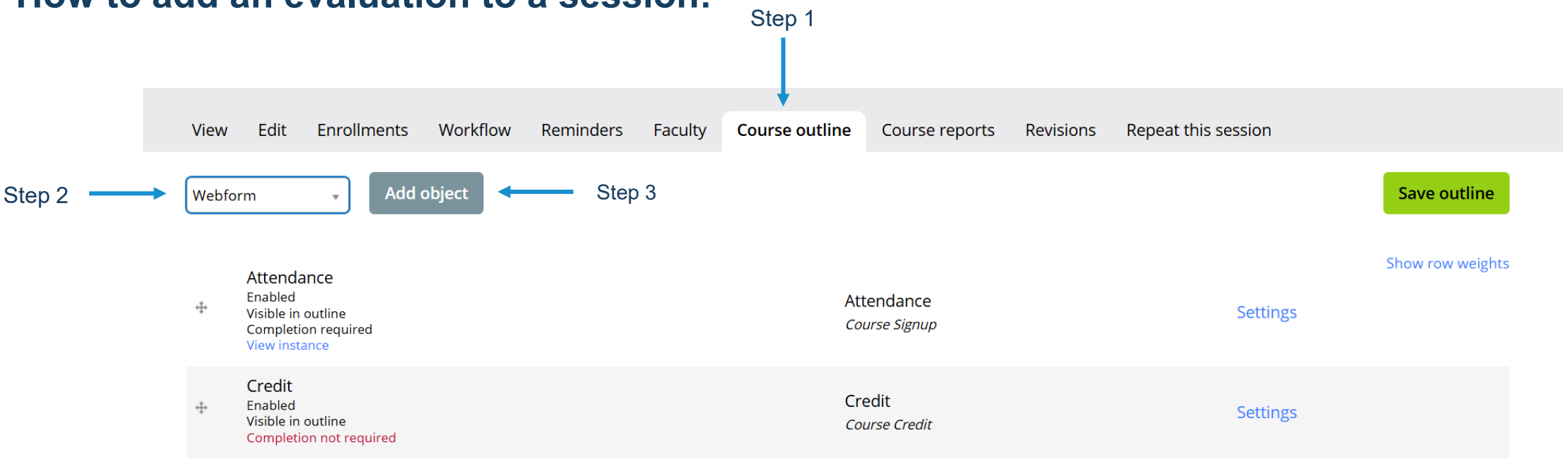
Evaluations

For Grand Rounds sessions, evaluations **NEED** to be completed every session.

On the flyer, under the CME Credit section, choose this statement:
An Evaluation is required to complete for every session.

Evaluations

How to add an evaluation to a session:



Step 1. From your session, click on **Course outline**

Step 2. From the drop-down menu, select **Webform**

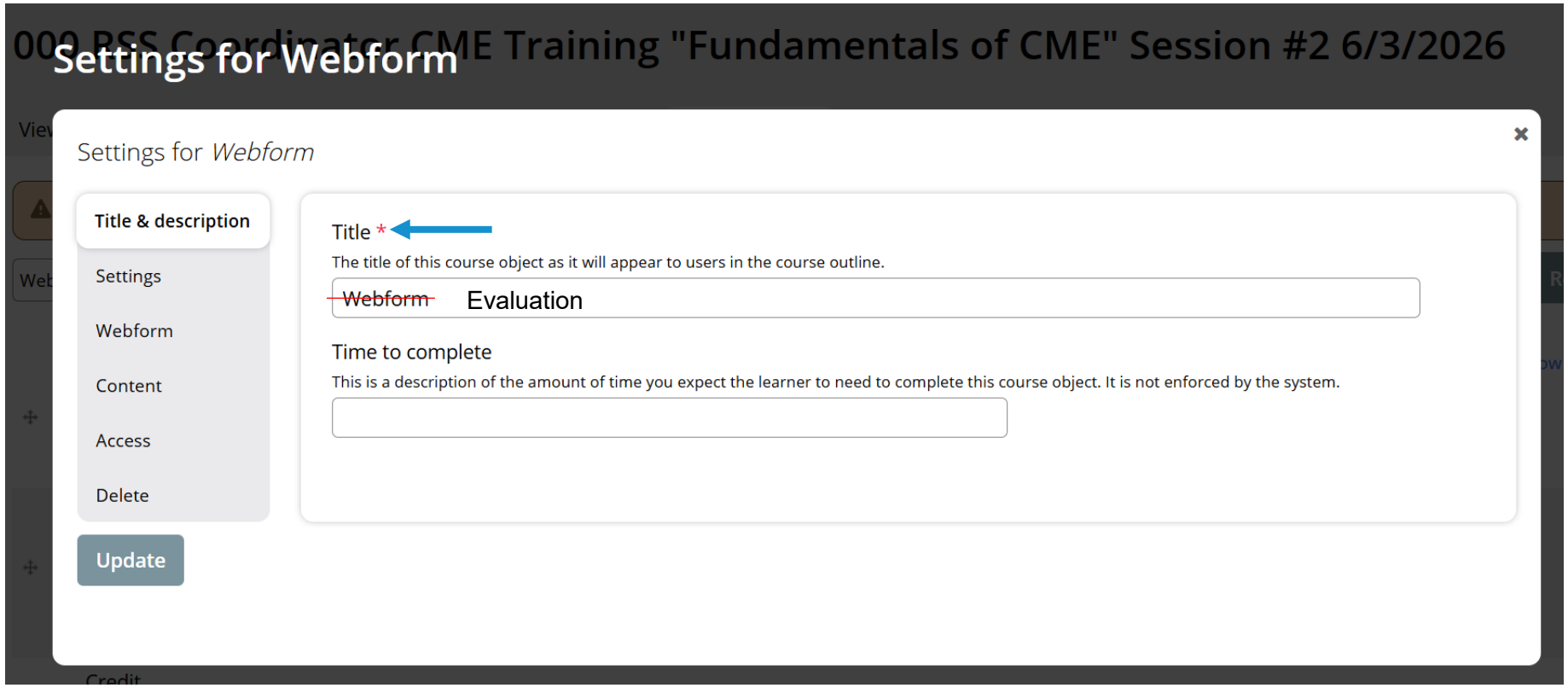
Step 3. Click **Add object**

This will add the Webform to the outline and open a new window with the Webform Settings

Evaluations

Updating evaluation settings:

Edit the title from Webform to Evaluation



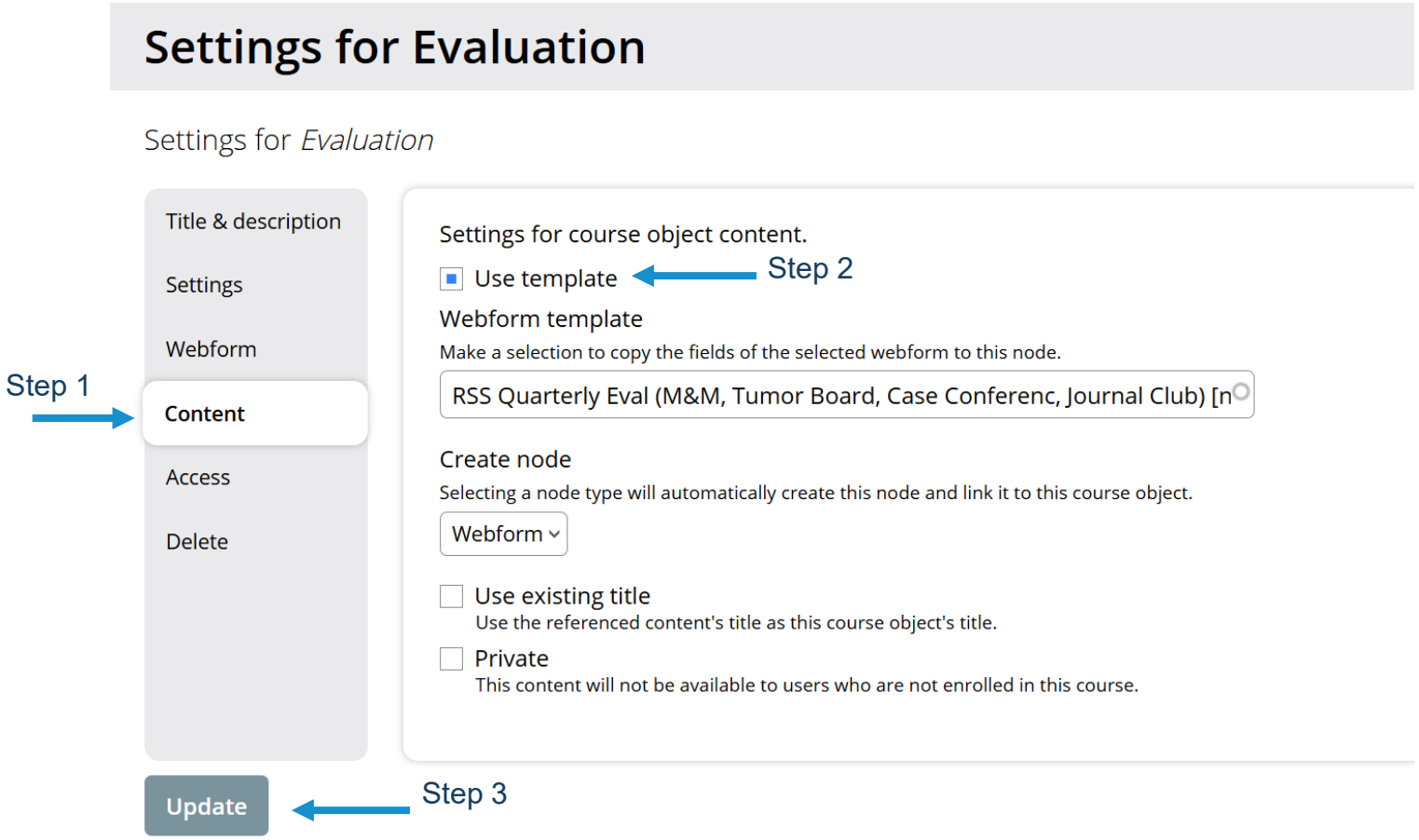
Quarterly Evaluations

Updating evaluation settings:

Step 1: Click on “Content”

Step 2: Select Use Template. In the drop-down box, type “quarterly” and choose **“RSS Quarterly Eval (M&M, Tumor Board, Case Conference, Journal Club)”**

Step 3: Click “Update”.



You will then return to the course outline page where you will want to hit “Save outline”.

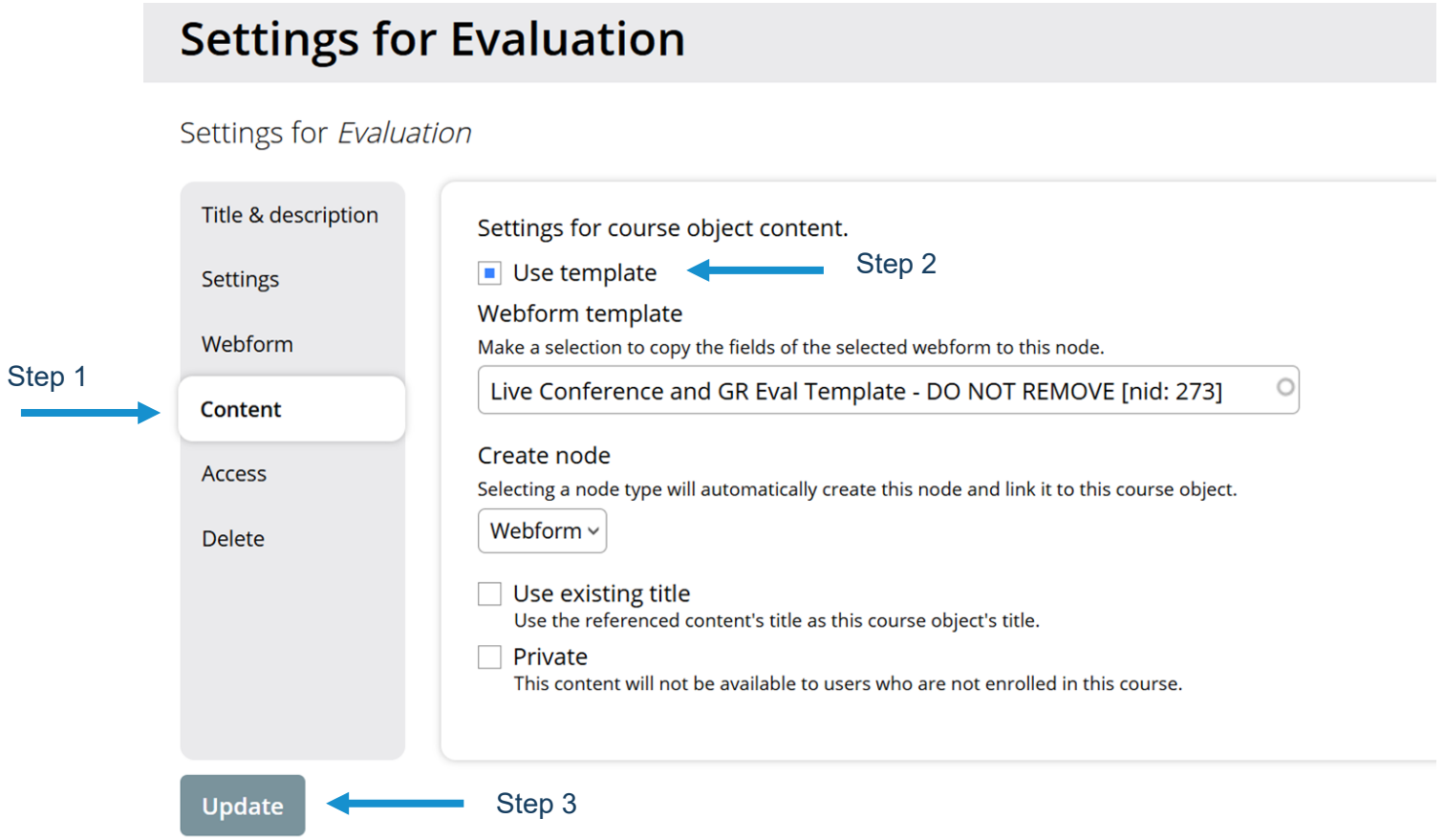
Evaluations

Updating evaluation settings:

Step 1: Click on “Content”

Step 2: Select Use template. In the drop-down box, type “Live” and choose **“Live Conference and GR Eval Template”**

Step 3: click “Update”.

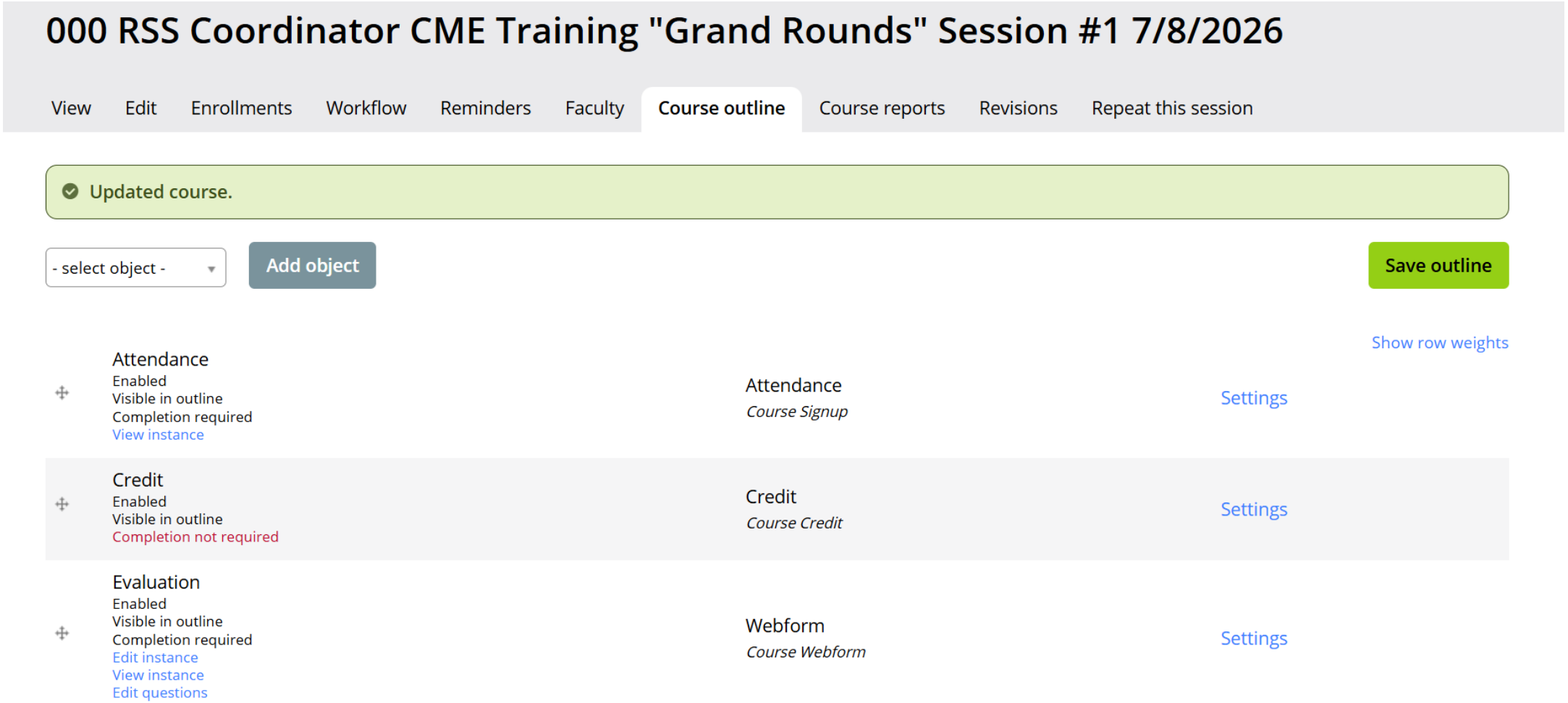


You will then return to the course outline page where you will click “Save outline”.

Evaluations

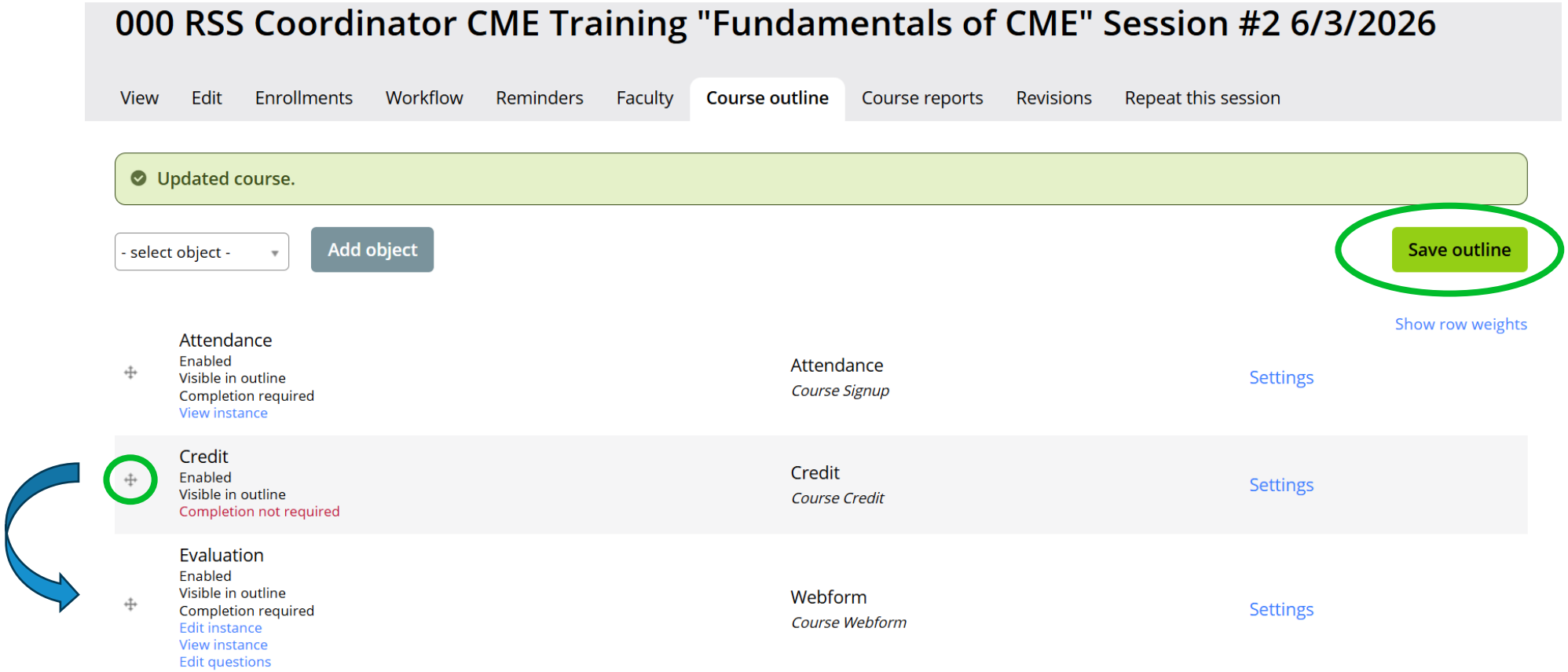
Course Outline Page:

After you add the evaluation, your Course outline page will appear as follows.



Evaluations

The three objects are as follows; **Attendance, Credit, and Evaluation**. The objects will need reordered. Credit will ALWAYS follow Evaluation. Using the grey four-arrow icon, press and drag the Credit object below Evaluation.

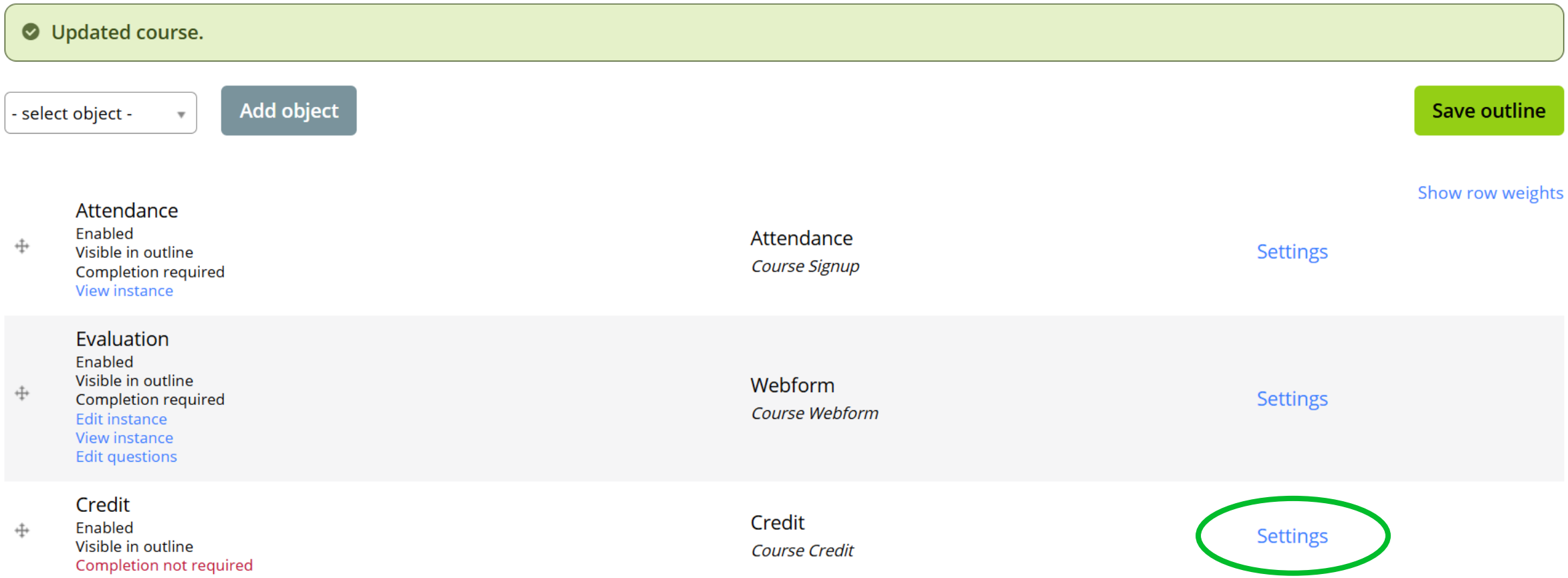


To save your work, click ‘Save outline’.

Evaluations

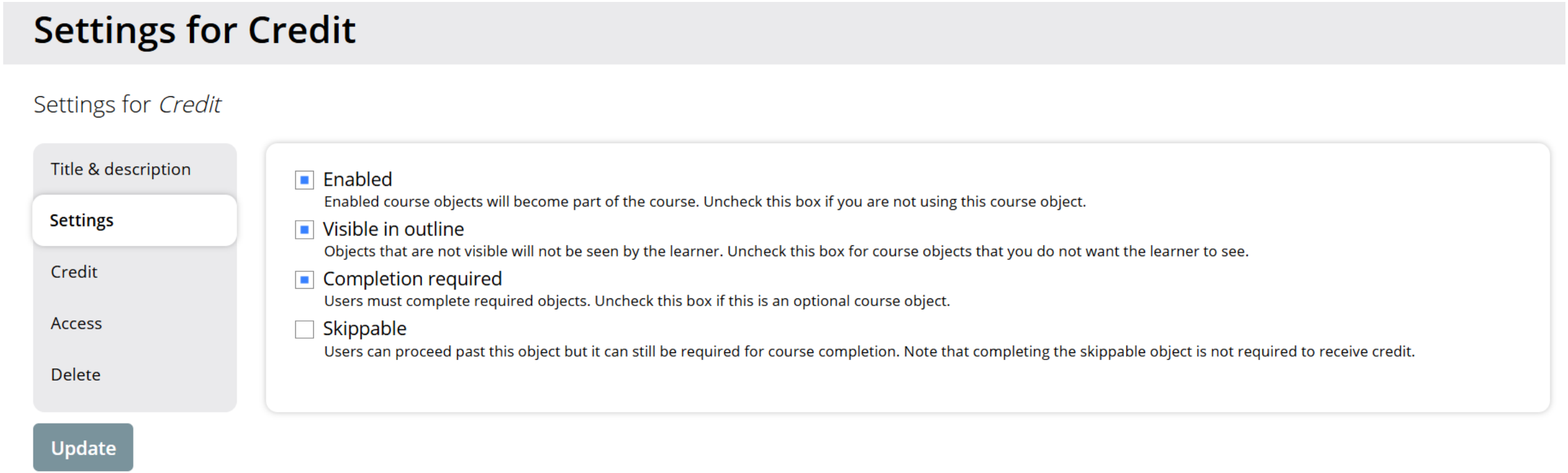
You will notice, Credit states Completion not required. This will need to be changed.

Click on Settings.



Evaluations

Updating settings for objects:

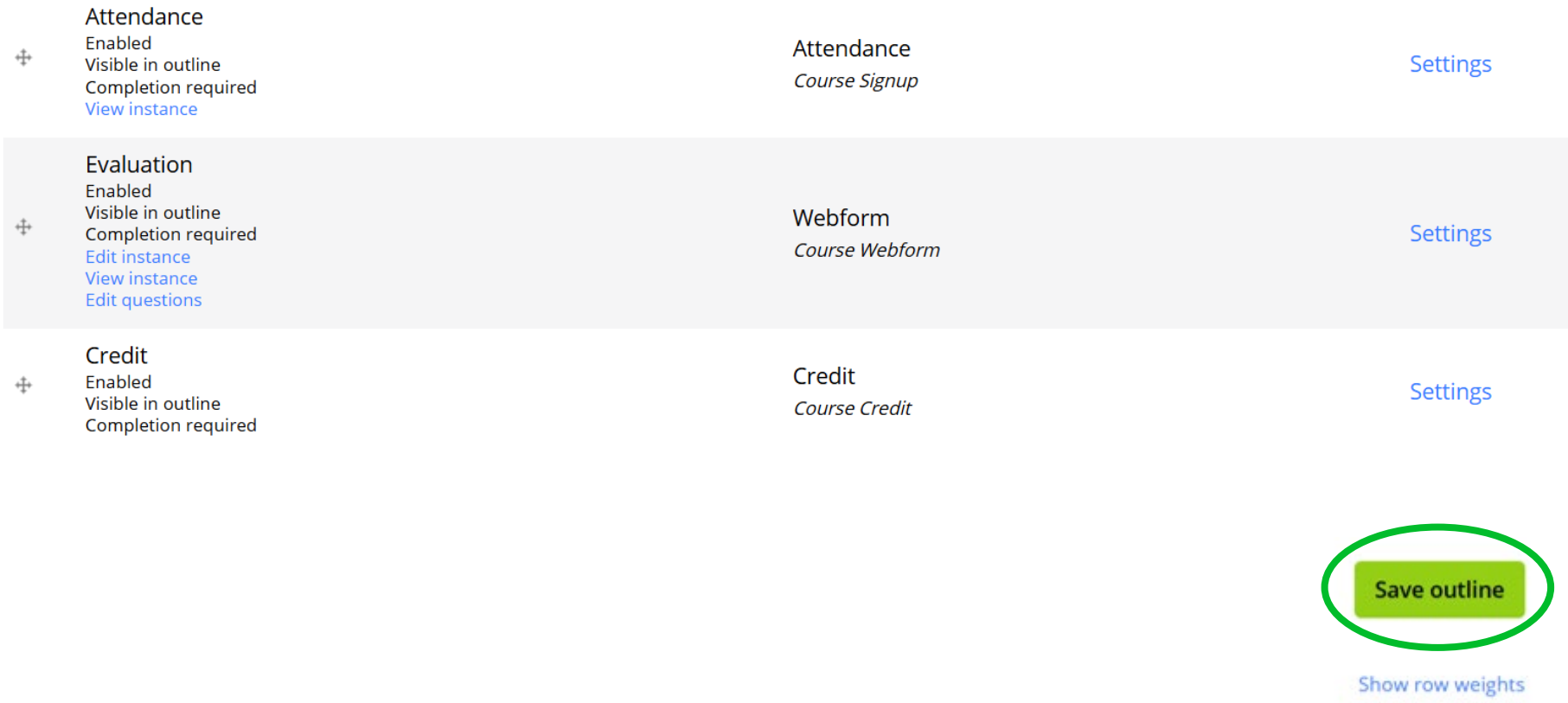


From Settings for *Credit*:

1. Select “Settings”.
2. Enable “Completion required”.
3. Click “Update”

Evaluations

Below is the end result. This is how the course outline portion should look:



It is important to remember; you need to click Save outline when you make changes. This ensures your work has been saved.

Disclosure and Attestations Forms

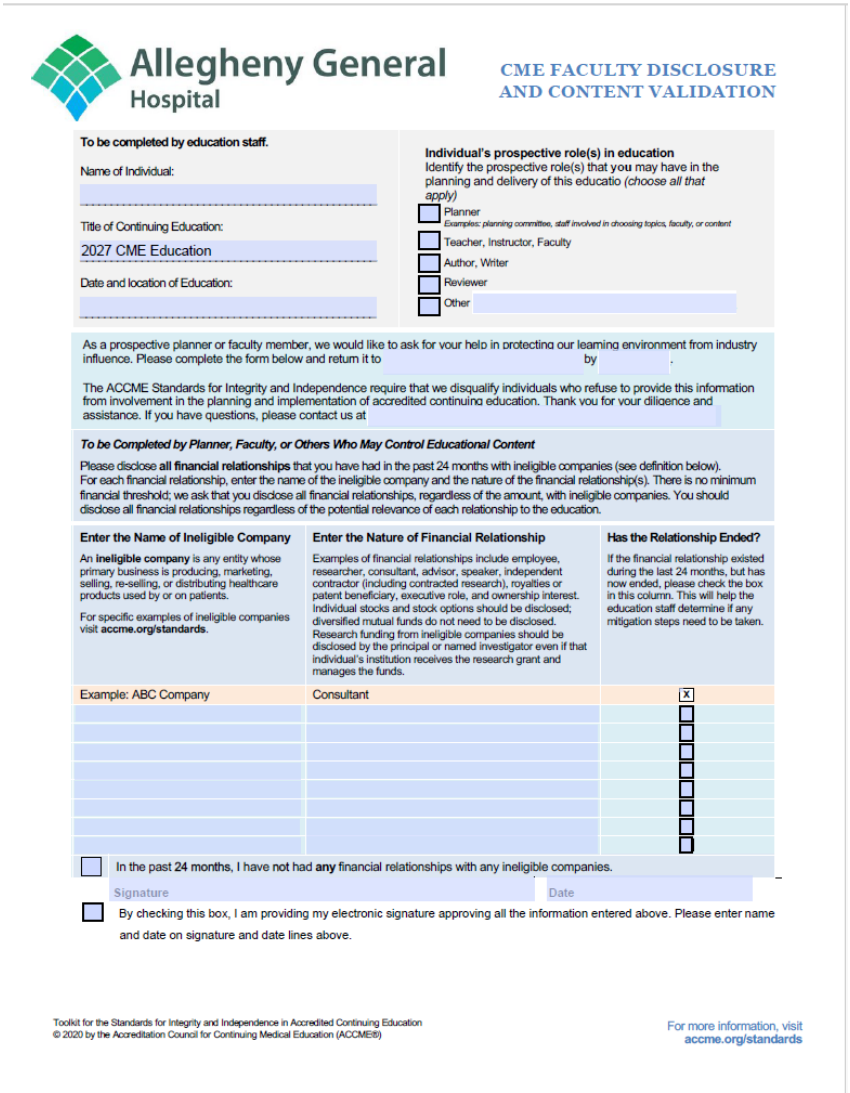
Disclosure forms need to be completed by all the following parties involved with the RSS activity:

- Course director(s)
- Planner(s),
- Speaker(s)
- Faculty, and
- RSS Coordinators

Attestation forms are a REQUIREMENT if speakers, course directors, faculty, planners, etc. have disclosures with ineligible companies within the past 24 months.

Templated Documents

2027 Disclosure Form



Allegheny General Hospital

CME FACULTY DISCLOSURE AND CONTENT VALIDATION

To be completed by education staff.

Name of Individual:

Title of Continuing Education:

2027 CME Education

Date and location of Education:

Individual's prospective role(s) in education

Identify the prospective role(s) that you may have in the planning and delivery of this educatio *(choose all that apply)*

- ☐ Planner
  Examples: planning committee, staff involved in choosing topics, faculty, or content
- ☐ Teacher, Instructor, Faculty
- ☐ Author, Writer
- ☐ Reviewer
- ☐ Other

As a prospective planner or faculty member, we would like to ask for your help in protecting our learning environment from industry influence. Please complete the form below and return it to by .

The ACCME Standards for Integrity and Independence require that we disqualify individuals who refuse to provide this information from involvement in the planning and implementation of accredited continuing education. Thank you for your diligence and assistance. If you have questions, please contact us at

To be Completed by Planner, Faculty, or Others Who May Control Educational Content

Please disclose **all financial relationships** that you have had in the past 24 months with ineligible companies (see definition below). For each financial relationship, enter the name of the ineligible company and the nature of the financial relationship(s). There is no minimum financial threshold; we ask that you disclose all financial relationships, regardless of the amount, with ineligible companies. You should disclose all financial relationships regardless of the potential relevance of each relationship to the education.

Enter the Name of Ineligible Company An **ineligible company** is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples of ineligible companies visit **accme.org/standards**.	**Enter the Nature of Financial Relationship** Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.	**Has the Relationship Ended?** If the financial relationship existed during the last 24 months, but has now ended, please check the box in this column. This will help the education staff determine if any mitigation steps need to be taken.
Example: ABC Company	Consultant	☒
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

☐ In the past 24 months, I have not had **any** financial relationships with any ineligible companies.

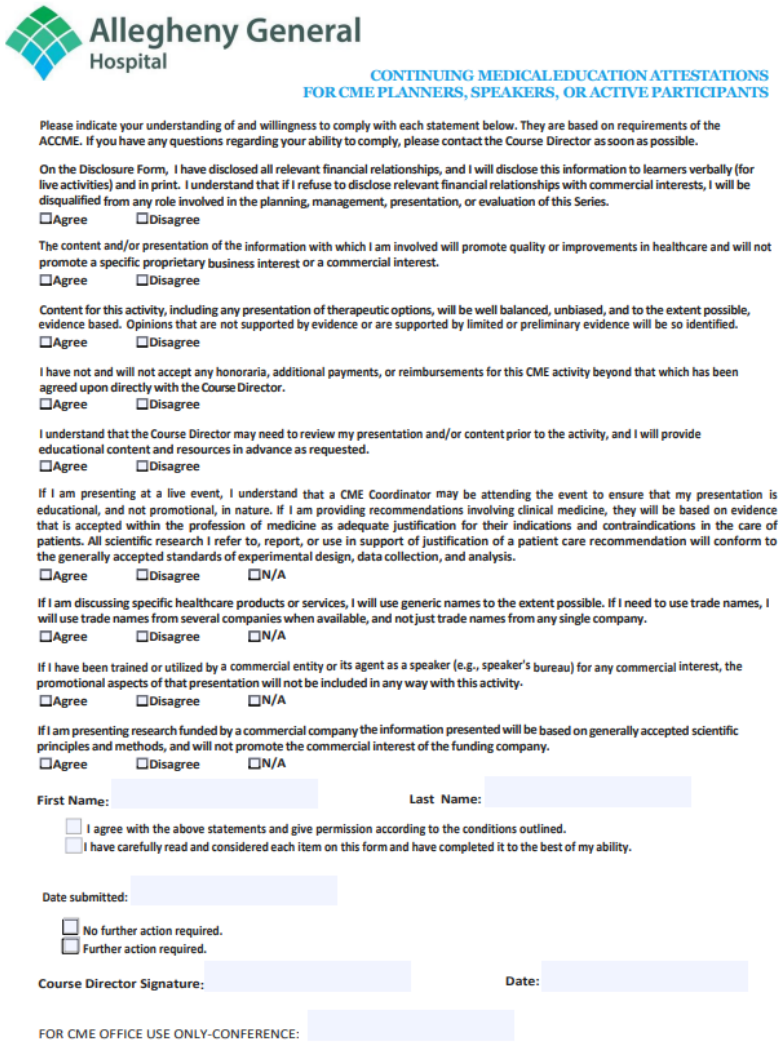
Signature Date

☐ By checking this box, I am providing my electronic signature approving all the information entered above. Please enter name and date on signature and date lines above.

Toolkit for the Standards for Integrity and Independence in Accredited Continuing Education
© 2020 by the Accreditation Council for Continuing Medical Education (ACCME®)

For more information, visit accme.org/standards

Attestation COI Form



Allegheny General Hospital

CONTINUING MEDICAL EDUCATION ATTESTATIONS FOR CME PLANNERS, SPEAKERS, OR ACTIVE PARTICIPANTS

Please indicate your understanding of and willingness to comply with each statement below. They are based on requirements of the ACCME. If you have any questions regarding your ability to comply, please contact the Course Director as soon as possible.

On the Disclosure Form, I have disclosed all relevant financial relationships, and I will disclose this information to learners verbally (for live activities) and in print. I understand that if I refuse to disclose relevant financial relationships with commercial interests, I will be disqualified from any role involved in the planning, management, presentation, or evaluation of this Series.
☐Agree ☐Disagree

The content and/or presentation of the information with which I am involved will promote quality or improvements in healthcare and will not promote a specific proprietary business interest or a commercial interest.
☐Agree ☐Disagree

Content for this activity, including any presentation of therapeutic options, will be well balanced, unbiased, and to the extent possible, evidence based. Opinions that are not supported by evidence or are supported by limited or preliminary evidence will be so identified.
☐Agree ☐Disagree

I have not and will not accept any honoraria, additional payments, or reimbursements for this CME activity beyond that which has been agreed upon directly with the Course Director.
☐Agree ☐Disagree

I understand that the Course Director may need to review my presentation and/or content prior to the activity, and I will provide educational content and resources in advance as requested.
☐Agree ☐Disagree

If I am presenting at a live event, I understand that a CME Coordinator may be attending the event to ensure that my presentation is educational, and not promotional, in nature. If I am providing recommendations involving clinical medicine, they will be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research I refer to, report, or use in support of justification of a patient care recommendation will conform to the generally accepted standards of experimental design, data collection, and analysis.
☐Agree ☐Disagree ☐N/A

If I am discussing specific healthcare products or services, I will use generic names to the extent possible. If I need to use trade names, I will use trade names from several companies when available, and not just trade names from any single company.
☐Agree ☐Disagree ☐N/A

If I have been trained or utilized by a commercial entity or its agent as a speaker (e.g., speaker's bureau) for any commercial interest, the promotional aspects of that presentation will not be included in any way with this activity.
☐Agree ☐Disagree ☐N/A

If I am presenting research funded by a commercial company the information presented will be based on generally accepted scientific principles and methods, and will not promote the commercial interest of the funding company.
☐Agree ☐Disagree ☐N/A

First Name: Last Name:

☐ I agree with the above statements and give permission according to the conditions outlined.
☐ I have carefully read and considered each item on this form and have completed it to the best of my ability.

Date submitted:

☐ No further action required.
☐ Further action required.

Course Director Signature: Date:

FOR CME OFFICE USE ONLY-CONFERENCE:

Templates are available on Ethos under RSS Coordinator Resources

Disclosure Forms with No Conflicts

A disclosure form completed by a faculty member, course director, planner, or speaker with no disclosures needs **NO** further action.

A completed disclosure form can be used throughout the year. A new disclosure does not need to be completed for every education offering.

A disclosure form from a new speaker or committee member will need to be completed and uploaded to the session.

Disclosure Forms with Conflicts

ALL financial relationships with ineligible companies must be collected on the disclosure form.

An attestation form must be completed by anyone who discloses a relevant financial relationship with an ineligible company.

The co-course director will then sign the attestation form and act as peer reviewer of the educational content.

Attestation Form

An attestation form is completed when a faculty member, planner, or speaker has completed a disclosure form that reveals relevant financial relationships with ineligible companies.

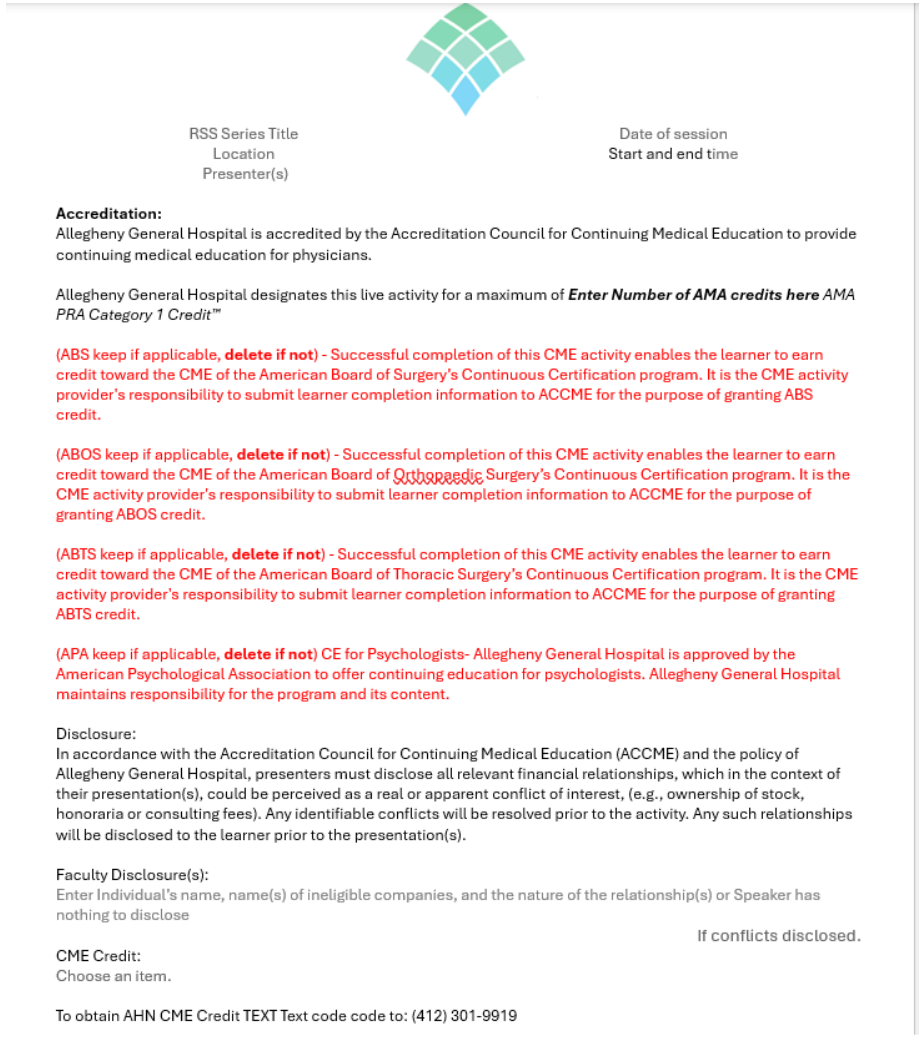
An attestation form is used to mitigate potential conflicts of interest.

The course director or co-course director will be the one who signs the attestation form. The person who signs the form will need to check off either, "*No further action required*" or "*Further action required*"



Template Document

RSS Flyer Template



RSS Series Title
Location
Presenter(s)

Date of session
Start and end time

Accreditation:
Allegheny General Hospital is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Allegheny General Hospital designates this live activity for a maximum of ***Enter Number of AMA credits here*** *AMA PRA Category 1 Credit™*

(ABS keep if applicable, **delete if not**) - Successful completion of this CME activity enables the learner to earn credit toward the CME of the American Board of Surgery's Continuous Certification program. It is the CME activity provider's responsibility to submit learner completion information to ACCME for the purpose of granting ABS credit.

(ABOS keep if applicable, **delete if not**) - Successful completion of this CME activity enables the learner to earn credit toward the CME of the American Board of Orthopaedic Surgery's Continuous Certification program. It is the CME activity provider's responsibility to submit learner completion information to ACCME for the purpose of granting ABOS credit.

(ABTS keep if applicable, **delete if not**) - Successful completion of this CME activity enables the learner to earn credit toward the CME of the American Board of Thoracic Surgery's Continuous Certification program. It is the CME activity provider's responsibility to submit learner completion information to ACCME for the purpose of granting ABTS credit.

(APA keep if applicable, **delete if not**) CE for Psychologists- Allegheny General Hospital is approved by the American Psychological Association to offer continuing education for psychologists. Allegheny General Hospital maintains responsibility for the program and its content.

Disclosure:
In accordance with the Accreditation Council for Continuing Medical Education (ACCME) and the policy of Allegheny General Hospital, presenters must disclose all relevant financial relationships, which in the context of their presentation(s), could be perceived as a real or apparent conflict of interest, (e.g., ownership of stock, honoraria or consulting fees). Any identifiable conflicts will be resolved prior to the activity. Any such relationships will be disclosed to the learner prior to the presentation(s).

Faculty Disclosure(s):
Enter Individual's name, name(s) of ineligible companies, and the nature of the relationship(s) or Speaker has nothing to disclose

If conflicts disclosed.

CME Credit:
Choose an item.

To obtain AHN CME Credit TEXT Text code code to: (412) 301-9919

Templates are available on Ethos under RSS Coordinator Resources

Session Flyer

Session flyer must include the ACCME accreditation and disclosure statements, and list whether or not there are disclosures.

Accreditation:

Allegheny General Hospital is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. Allegheny General Hospital designates this live activity for a maximum of **Enter # of credits AMA PRA Category 1 Credit(s)™**.

Disclosure:

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) and the policy of Allegheny General Hospital, presenters must disclose all relevant financial relationships, which in the context of their presentation(s), could be perceived as a real or apparent conflict of interest, (e.g., ownership of stock, honoraria or consulting fees). Any identifiable conflicts will be resolved prior to the activity. Any such relationships will be disclosed to the learner prior to the presentation(s).

Faculty Disclosure(s):

Enter individual's name, name(s) of ineligible companies, and the nature of the relationship(s) or Speaker has nothing to disclose

If conflicts, select this statement: *All relevant financial relationships have been mitigated*
If no conflicts, select this statement: *N/A*

Session Flyer

If your session includes MOC credits, session flyers must include the accreditation statements for each MOC.

Accreditation:

Allegheny General Hospital is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. Allegheny General Hospital designates this live activity for a maximum of 1.0 *AMA PRA Category 1 Credit(s)*™. Physicians should claim only the credit commensurate with the extent of their participation in this activity.

(ABS keep if applicable, **delete if not**) - Successful completion of this CME activity enables the learner to earn credit toward the CME of the American Board of Surgery's Continuous Certification program. It is the CME activity provider's responsibility to submit learner completion information to ACCME for the purpose of granting ABS credit.

(ABOS keep if applicable, **delete if not**) - Successful completion of this CME activity enables the learner to earn credit toward the CME of the American Board of Orthopaedic Surgery's Continuous Certification program. It is the CME activity provider's responsibility to submit learner completion information to ACCME for the purpose of granting ABOS credit.

(ABTS keep if applicable, **delete if not**) - Successful completion of this CME activity enables the learner to earn credit toward the CME of the American Board of Thoracic Surgery's Continuous Certification program. It is the CME activity provider's responsibility to submit learner completion information to ACCME for the purpose of granting ABTS credit.

(APA keep if applicable, **delete if not**) CE for Psychologists- Allegheny General Hospital is approved by the American Psychological Association to offer continuing education for psychologists. Allegheny General Hospital maintains responsibility for the program and its content.

Disclosure:

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) and the policy of Allegheny General Hospital, presenters must disclose all relevant financial relationships, which in the context of their presentation(s), could be perceived as a real or apparent conflict of interest, (e.g., ownership of stock, honoraria or consulting fees). Any identifiable conflicts will be resolved prior to the activity. Any such relationships will be disclosed to the learner prior to the presentation(s).

Example Session Flyer: No Disclosures

RSS Series Title: 000 RSS Coordinator CME Training
Location: Teams
Presenter(s): Dr. Aaron Smith
RSS Session Title: 000 RSS Coordinator CME Training “Fundamentals of CME”
Date: 05/06/2026
Start and end time: 12:00 p.m. – 1:00 p.m.

Accreditation:
Allegheny General Hospital is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Allegheny General Hospital designates this live activity for a maximum of 1.0 *AMA PRA Category 1 Credit(s)* ™. Physicians should claim only the credit commensurate with the extent of their participation in this activity.

Disclosure:
In accordance with the Accreditation Council for Continuing Medical Education (ACCME) and the policy of Allegheny General Hospital, presenters must disclose all relevant financial relationships, which in the context of their presentation(s), could be perceived as a real or apparent conflict of interest, (e.g., ownership of stock, honoraria or consulting fees). Any identifiable conflicts will be resolved prior to the activity. Any such relationships will be disclosed to the learner prior to the presentation(s).

Dr. Aaron Smith has nothing to disclose.

N/A

CME Credit:
To obtain AHN CME Credit, text SMS CODE to: (412) 301-9919.
Please complete quarterly evaluation in your pending activities.

Example Session Flyer: With and Without Disclosures

RSS Series Title: 000 RSS Coordinator CME Training
Location: Teams
Presenter(s): Dr. Aaron Smith and Dr. Jane Doe
RSS Session Title: 000 RSS Coordinator CME Training
Date: 7/8/2026
Start and end time: 7:30 a.m. – 8:30 a.m.

Accreditation:
Allegheny General Hospital is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.
Allegheny General Hospital designates this live activity for a maximum of 1.0 *AMA PRA Category 1 Credit(s)* ™. Physicians should claim only the credit commensurate with the extent of their participation in this activity.

Disclosure:
In accordance with the Accreditation Council for Continuing Medical Education (ACCME) and the policy of Allegheny General Hospital, presenters must disclose all relevant financial relationships, which in the context of their presentation(s), could be perceived as a real or apparent conflict of interest, (e.g., ownership of stock, honoraria or consulting fees). Any identifiable conflicts will be resolved prior to the activity. Any such relationships will be disclosed to the learner prior to the presentation(s).

Dr. Jane Doe - Speaker: XYZ Company
All relevant financial relationships have been mitigated

Dr. Aaron Smith has nothing to disclose.

CME Credit:
To obtain AHN CME Credit, text SMS CODE to: (412) 301-9919.

Uploading Attachments

How to upload needed documents for a session

Click “Edit” at the top of your session page



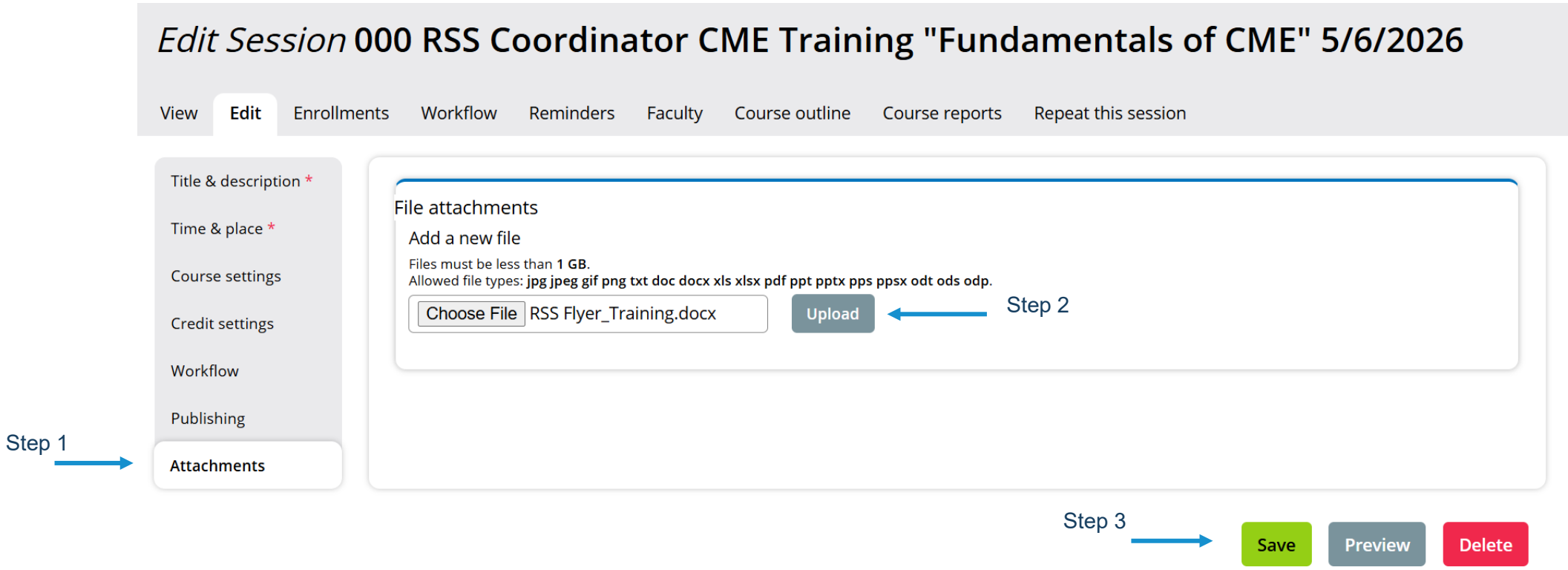
Uploading Attachments

You are required to upload a completed session flyer to every session.

Step 1: Click on "**Attachments**" tab

Step 2: Choose File & Click Upload

Step 3: Click Save



Uploading Attachments

After you upload and save the attachments, you will see them on the session page. Below is an example:



Uploading Attachments

Disclosure and attestation forms from course director(s), planning committee members, and RSS Coordinator are required to be uploaded on the first session.

Session flyers are required to be uploaded with every session.

Tip: When saving session flyers to your computer, name the file with the year, series name, and the date of the session.

Examples: 2027 Cancer Center Grand Rounds 1.5.2027
Or
2027 RSS Flyer 1.5.2027

A session that invites a guest speaker, whether internal or external, will need that individual to complete a disclosure form and attestation form (if applicable). Those documents are then attached to the session.

Setting Workflow to Needs Review

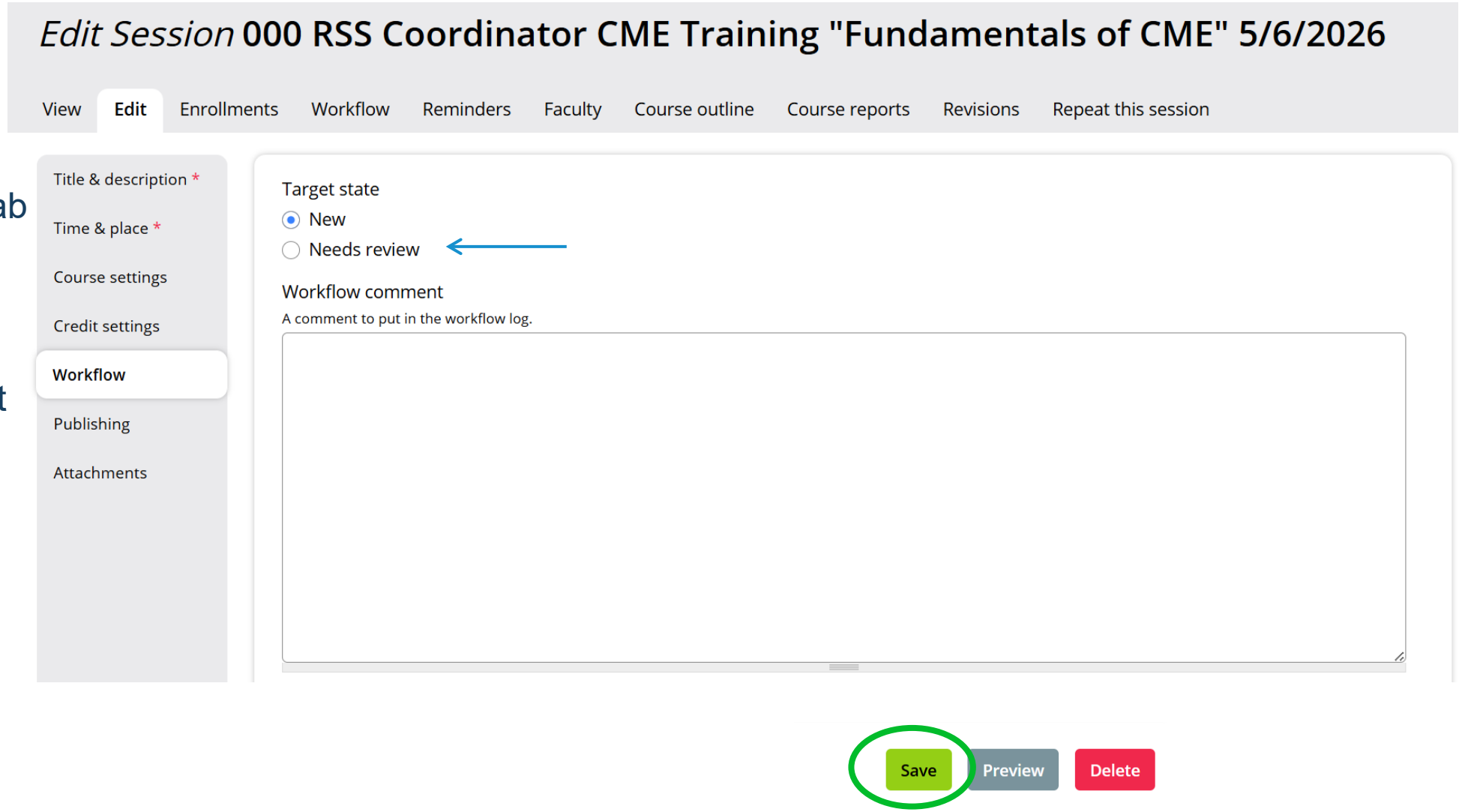
In the session:

Step 1: Select “Edit” tab

Step 2: Select “Workflow”

Step 3: Change Target state to **“Needs Review”**

Step 4: Click **“Save”**



Workflow Feedback and Approval

If additional information is needed or attached documents need updated, a CME Coordinator will change the target state to “Feedback”.

You can review comments under the “Workflow” tab, and an automated email is sent that includes the feedback comments.

After updates and changes are made, go back into “Workflow” and set the target state back to “Needs Review”.

The CME Coordinator will then review and set the session to “Approved”.

After your session approved, the SMS Code will populate on the session page.

Workflow Feedback and Approval

If an RSS coordinator receives feedback on 3 back-to-back sessions within a series, the RSS coordinator will receive an email to schedule a meeting with the CME Coordinator to review processes.

A series with more than one group admin, only the group admin who created the session will receive the automated email responses.

Please **do not** submit sessions for the whole year.

Sessions need to be submitted at most 1 week before the session date.

Day of sessions: there is no guarantee sessions will be approved.

Collecting Credit

Text SMS Code to: (412) 301-9919

Code will change for every session.

Credit recorded automatically!

***Users should have their cell phone number added to their account before the session If user does not have account, they will be prompted to create one.

FAQ

Issue	Solution
What do I do if a session gets cancelled?	- Update title to include “Cancelled” at the end - Notify CME Coordinator(s)
Reset Password	- Click the "Log in" link in the upper-right corner of the screen - Click on the "REQUEST NEW PASSWORD" tab - Enter username or email address associated with the account - Click the "Email new password" button - An Email with instructions will be sent for password reset
Duplicate SSO	- There is a possibility the user has two accounts. Reach out to ahncme@ahn.org describing the issue and a CME Coordinator will work with the user to solve the issue
Text Attendance for RSS	- Text SMS Code to 412-303-9919 - Ensure the number you are texting from matches the number in the “mobile” tab in your EthosCE profile setting
Accessing Certificate	- Login and hover over ‘My Account’ from the menu bar - Select ‘My Transcript’ from the drop-down menu - Activities can be found under ‘Completed Activities’ - To print or save, click ‘Download’ under ‘Certificate’
Can’t Find the Certificate	- Login and hover over ‘My Account’ from the menu bar - Select ‘My Transcript’ from the drop-down menu - Check ‘Pending Activities’ - Under ‘Status’, an Evaluation may need to be completed before receiving credit.

Questions?

Contact CME office:

General Inquiries: ahncme@ahn.org

Sam Kunvatanagarn: Samantha.Kunvatanagarn@ahn.org

Bernice Sulkowski: Bernice.Sulkowski@ahn.org

Paige Kizior: Paige.Kizior@ahn.org

Login Issues:

CME Support: ContinuingMedicalEducationSupport@ahn.org

AHN